

MEMORANDUM

Date: July 24, 2008

To: Family Day Care Home Sponsoring Organizations

From: Paul McElwain, Director Nutrition and Health Services

Subject: Application/Agreement Materials Deadline – August 21, 2008

The new fiscal year, 2009, will require a renewal of the Application/Agreement. Each sponsor is responsible for updating information on the online Application/Agreement and Site Sheets, as well as the Amendments of the Management Plan and supporting documentation. Remember to forward updated letters/licenses for providers you sponsor to the State Agency office with the Application/Agreement documentation as well as throughout the year.

All Child and Adult Food Program (CACFP) renewal materials must be returned to the State Agency office by **August 21, 2008**. This will allow us adequate time for review and approval prior to the beginning of the new fiscal year, October 1.

Your current contract ends on September 30, 2008. If your materials are not received in time to be reviewed and approved, and if contracts are not signed by October 1, we will not be able to authorize payment for those days we are without a contractual relationship.

Please make every effort to submit your Application/Agreement materials by **August 21, 2008**. This will ensure a smooth transition for you, for your sites and for us. Thank you.